



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	ADMINISTRATIVE ASSISTANT
Posting Number	PN# 110527
Department	MAYOR'S OFFICE
Division	AFFIRMATIVE ACTION
Section	MAYOR'S OFFICE for PEOPLE with DISABILITIES
Reporting Location	611 Walker, 7th fl.
Workdays & Hours	M-F, 8-5*
*Subject to change	

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Performs various professional administrative functions in research, development, program planning, implementation and evaluation for the Mayor's Office for People with Disabilities. Provides professional administrative support for the director. This includes, but is not limited to the following: maintains director's calendar and schedules meetings, appointments and events; drafts correspondences and prepares periodic reports, writes, proofs, and edits documents; processes timesheets, leave requests, and phone records. Assists in collecting demographic, program, needs assessment and process data. Prepares reports, surveys, and other documents as needed. Responds to written and telephone inquiries, requests and complaints from the general public. Assists customer service staff with resolving citizens' inquiries, requests and complaints, as needed. Provides staff support for initiatives of the Houston Commission on Disabilities. Assists with department sponsored activities and special projects as needed. Performs other duties as assigned.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

One year of administrative experience is required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Texas driver's license and compliance with the city of Houston policy on driving. (AP2-2)

PREFERENCES

Preference will be given to applicants with knowledge and/or experience with disability issues. Ability to speak Spanish a plus.

SELECTION/SKILLS TESTS REQUIRED

Applicants must submit a City of Houston application, a current resume, and a cover letter explaining why they are interested in working with the Mayor's Office for People with Disabilities and why they believe their skills and talents are a good match for the position.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade17
\$992.00 - \$1,345.00 Biweekly \$25,792.00 - \$34,970.00 Annually

OPENING DATE

May 17, 2006

CLOSING DATE

June 6, 2006

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** The Human Resources TDD phone number is (713) 837-9496.

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